

## 3-12-015 Out of Security Log

### PURPOSE OF ORDER:

To establish procedures when temporarily leaving security while on-duty at Twin Towers Correctional Facility (TTCF).

### SCOPE OF ORDER:

This order shall apply to all custody personnel assigned to and/or working in any capacity at the Twin Towers Correctional Facility.

### ORDER:

All personnel shall sign the Out of Security Log when temporarily leaving from or returning to the secured area of the facility (unless required as part of assigned duties). This log is to account for the availability and welfare of all on-duty personnel in the event of an emergency, such as an earthquake or other incident requiring the immediate deployment of personnel.

When an employee leaves his/her post during his/her shift to leave the secure area of the facility (i.e. gym, locker-room, computer room, or outside the building, etc.), he/she shall appropriately fill out the Out of Security Log located in the Tower I, Tower II, or CTC control booths. Employees temporarily leaving the facility for any reason, shall notify their immediate supervisor and obtain authorization prior to leaving the facility. Upon returning to the secured area, the employee shall indicate the time of return.

The assigned personnel in Facility Control, Tower II Control, and CTC Control will be responsible for maintaining the posted log. A new log shall be posted each calendar day. The lower floor sergeant on early morning shift in Tower I and Tower II/CTC shall be responsible for collecting the log each day and forwarding them to the early morning Watch Commander for review. The Watch Sergeant shall ensure the previous day's log is filed and a new log is prepared. The log shall be filed, stored in the Watch Sergeant's office, and retained for one year.

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